Listed below are all questions submitted by vendors during the allotted time period. Questions were added to this list in the exact form that they were submitted to DLI. Multiple vendors asked the same question so there are duplicated questions and responses within the document. All questions are in bold with the corresponding response directly below.

Questions and responses:

1. **Do we need to propose 3 separate candidates for these 3 positions – PowerBuilder Programmer, C Programmer and Project Manager**

RESPONSE:

The vendor is free to submit as many resumes as required to meet the requirements as outlined in the SOW.

2. **Can a firm submit only a Project Manager and not the other resources you request? Or does the firm have to submit the whole team?**

RESPONSE:

DLI is seeking a single vendor (with one or more team members) to complete this engagement.

3. **Can you confirm that the following three service categories would apply to this SOW?**

    1) **Analyst – Technical**
    2) **Server – Application (Design and Development)**
    3) **Project Management**

RESPONSE:

Yes, the 3 categories listed above apply.

4. **We are interested in responding to your request for resumes to assist with the construction codes project. However, we notice that 20% of the evaluation process is based on experience with State system(s). By this do you mean experience with other state systems, or do you mean specifically with the stem(s) already in place at DLI?**

RESPONSE:

The experience would be based on both DLI centric and enterprise systems (i.e. Minnesota Accounting and Procurement (MAPS) and interfaces to that system).

5. **Have there been earlier phases of this project that have been completed by another vendor? I seem to remember a posting some time ago for assistance with requirements definition for this project. Was that work awarded? If so, will that vendor be permitted to bid on this phase of the project:**

RESPONSE:

There has not been an earlier phase of this project. The posting you are referring to was for the Permitting, Inspection and Enforcement activities within the CCLD Division. Any reference to licensing functionality in that project was to create an interface to view licensing data and to pass an enforcement flag to the current licensing system. The work was awarded to CRW Systems Inc. for an off the shelf product which has been in production at DLI since March 2010. The vendor would be

permitted to bid, but this is not the next "phase" and is a separate and stand alone system from the previous RFP.

6.   We currently only participate under one service category under our master contract. How many resumes can we submit? Do resumes need to be submitted as a "team" or will candidates be selected on an individual basis?

RESPONSE:

The vendor is free to submit as many resumes as required to meet the requirements as outlined in the SOW. DLI is seeking a single vendor (with one or more team members) to complete this engagement.

7.   Is it your intent to engage all three positions from the same vendor?

RESPONSE:

DLI is seeking a single vendor (with one or more team members) to complete this engagement.

8.   Are you expecting one bill rate for all 3 positions?

RESPONSE:

Vendors should submit billing rates for all candidates it submits. No, we are not expecting one biling rate if multiple candidates are submitted based upon skills. Billing rates should reflect the rates submitted to OET under the Master Contract for each of the services categories.

9.   Can we submit more than one candidate for each position?

RESPONSE:

Yes. The vendor is free to submit as many resumes as required to meet the requirements as outlined in the SOW.

10.   Are you looking for a vendor to provide all 3 positions or are you open to having vendors submit one of the positions?

RESPONSE:

DLI is seeking a single vendor (with one or more team members) to complete this engagement.

11.   Does the Project Manager have to have programming experience? If not is it desirable to have a project manager with some of the "desired skills"?

RESPONSE:

The project manager does not need to have programming experience but must have a minimum of six years of project management experience. It is not required that the project manager have any or all of the desired skills.

12.   Is the project fully funded and encumbered within your current budget?

RESPONSE:

Yes.

13. What is the budget for this project?

RESPONSE:
The non-state staff portion of the budget for this project is not to exceed $300,000.00.

14. Is there an anticipated schedule beyond meeting the October 2011 deadline? For example, is there a set integration testing date set for the other systems?

RESPONSE:

No. The schedule for the integration with ELicensing will be determined during the requirements and design phase working in conjunction with that project team.

15. What State staff (from what departments) if any will be available to assist and what time commitments should be expected from the State Staffers?

RESPONSE:

There will be state staff available from DLI. Until the requirements/detailed design is completed, it is not possible to determine what skills and time commitments will be required. For the interface to ELicensing there will be state staff from the Office of Enterprise Technology as well as their vendor, and for the interface to SWIFT there will be state staff from the Minnesota Management and Budget (MMB) as well as their vendor.

16. Is there any current documentation or other information on any of the current or proposed software systems (i.e. the existing DLI technical framework, the existing licensing database, the ELicensing Gateway and the new state-wide accounting system – SWIFT)?

RESPONSE:

There is limited documentation on the existing licensing system in the form of requirement/detailed design documents that were developed when the licenses were moved to this system. There will be a SOW developed between DLI and ELicensing that will cover the Versa Gateway documentation and implementation and the SWIFT interface requirements are still in the process of being defined but we anticipate documentation will be available.

17. Has the ELicensing web application (Versa Gateway) been implemented yet? Are there other state agencies already using the Elicensing Gateway?

RESPONSE:

Yes. It has been implemented at the Minnesota Board of Peace Officer Standards and Training (POST), the Minnesota Emergency Medical Services Regulatory Board (EMS) and is in the process of being implement at the Department of Human Services Licensing division (DHS)
.
18. If the development for the MAPS replacement (SWIFT due to be implemented by 6/30/2011) considered to be part of the CCLD Licensing Project, or will a defined API be defined and available for use?

RESPONSE:

Yes. SWIFT (MMB) is in the process of meeting with all agencies to determine their requirements for existing interfaces. DLI believes that MMB will create a "boiler plate" interface and that DLI will be responsible for "customizing" what will be sent.

19. If the process of "grandfathering" licenses from the old statute been addressed in the new statute, or will the rules be defined as part of the project?

RESPONSE:

The process of "grandfathering" is not contained in the new statutory language and therefore will be defined as part of this project.

20. Is the required documentation on the new licensing system expected to be technical documentation for support purposes, or user documentation (e.g. training purposes, etc.)?

RESPONSE:

The required documentation will be technical. The vendor will be expected to work with state staff to provide input in the writing of user training documentation but will not be responsible for the creation of training materials.

21. Is there a defined "end date" for the project? Will the project be considered complete shortly after the implementation in October 2011, when the new law becomes effective on 1/1/2012 or on some other date?

RESPONSE:

Development of the applications to support the project must be completed by October 2011, and it is anticipated that we will work with the vendor during the contract phase to assure that they would be available for a level of support after 1/1/2012. It is DLI's intention that state staff will be working with the vendor during development and that combined with the technical documentation should allow them to support the system after 1/1/12.

22. Do you plan to issue only one work order with a vendor or are you considering issuing multiple work orders for the three positions?

RESPONSE:

DLI is seeking a single vendor (with one or more team members) to complete this engagement.

23. Do you anticipate all three positions being 40 hours per week?

RESPONSE:

The selected vendor is responsible for determining the number of hours per position dependent upon the outcome of the requirements/detailed design phase. All work must be completed on time and within the budget for the project.

24. Do you want the contractors to work or on site or are some off site hours acceptable?

RESPONSE:

DLI would prefer that the work be done on site. Access to the development environment at an offsite location is not guaranteed.

25. Have you been working with a vendor already on the CCLD project? If so who is the vendor? And are they eligible to respond to the RFP?

RESPONSE:

There has been no vendor work done on this CCLD project.

26. **Please confirm the total number of contractor resources that MnDLI wishes to engage to perform the duties outlined in this SOW.**
RESPONSE:

The vendor is free to submit as many resumes as required to meet the requirements as outlined in the SOW. DLI is seeking a single vendor (with one or more team members) to complete this engagement

27. **Please confirm that MnDLI anticipates needing the following quantities and qualifications of resources:**

    a) **1 – PowerBuilder programmer with 6+ years of experience**
    b) **1 – C programmer with 6+ years of experience**
    c) **1 – Project Manager with 6+ years of experience**

RESPONSE:

The vendor is free to submit as many resumes as required to meet the requirements as outlined in the SOW. DLI is seeking a single vendor (with one or more team members) to complete this engagement. Based upon the requirements/detailed design, resources for the vendor will be confirmed. The qualifications are based upon the existing technical framework at DLI on which this system must be built.

28. **Will MnDLI consider utilizing once contractor resource to meet the needs of the PowerBuilder and C programming requirements if contractor resource has 6+ years of PowerBuilder programming experience and 6+ years of C programming experience?**

RESPONSE:

The vendor is free to submit as many resumes as required to meet the requirements as outlined in the SOW. DLI is seeking a single vendor (with one or more team members) to complete this engagement

29. **Please confirm if the Project Manager is required to have 6+ years of PowerBuilder and/or C programming experience**

RESPONSE:

Not unless they are going to perform the developer tasks.

30. **Please confirm if PowerBuilder and/or C programmer candidates are required to have Project Management experience**

RESPONSE:

Not unless they are going to perform the Project Manager tasks.

31. **Page 1 of the SOW states that MnDLI needs the following services:**

1) **Systems Analyst – Technical**
2) **Programmer – Application (Design and Development)**

MNDLI CCLD License Restructure

3) **Project Manager – Work with state assigned project manager**

Please confirm the technical skills required for the Systems Analyst – Technical and the Programmer – Application (Design and Development); (i.e. - C Programming for the Systems Analyst – Technical and PowerBuilder for the Programmer – Application (Design and Development) or vice versa)

RESPONSE:

The vendor is free to define the responsibilities for the candidate(s) that they submit. It is not required that there be a candidate submitted for each "category" but rather that the vendor will be able to complete all of the project deliverables as outlined on page 1 of the SOW with those submitted.

32. **Is it MnDLI intend to make a single contract award to one vendor for all positions, or to make contract awards to multiple vendors?**

RESPONSE:

DLI is seeking a single vendor (with one or more team members) to complete this engagement.

33. **Please confirm if the intent of this SOW is for MnDLI to procure staff augmentation services or fixed price by deliverables services.**

RESPONSE:

Staff augmentation.

34. **What is the anticipated length of time for which MnDLI will need these contractor resources?**

RESPONSE:

Development of the applications to support the project must be completed by October 2011, and it is anticipated that we will work with the vendor during the contract phase to assure that they would be available for a level of support after 1/1/2012. It is DLI's intention that state staff will be working with the vendor during development and that combined with the technical documentation should allow them to support the system after 1/1/12.

35. **Please confirm that anticipated utilization for all contractor resources engaged as a result of this SOW will be full-time 40 hours per week throughout the life of the contract (excluding MnDLI holidays)**

RESPONSE:

The selected vendor is responsible for determining the number of hours per position dependent upon the outcome of the requirements/detailed design phase. All work must be completed on time and within the budget for the project.

36. **Is past experience with DLI's existing applications being graded as a pass/fail requirement?**

RESPONSE:

No.

37. What is the anticipated daily work schedule for selected vendor resource(s) (8:00 AM to 5:00 PM, Monday thru Friday)?

RESPONSE:

Hours of work are at the discretion of the selected vendor. DLI offices are accessible by vendors from 5:45 a.m. – 7:00 p.m. Monday – Friday.

38. Will selected vendor resource(s) be required to perform off-hours, on-call support work?

RESPONSE:

Until the requirements and detailed design phase are completed DLI cannot respond to the "off hours" question. An example of when "off hours" work may be required is during the migration for implementation. There will be no "on call" support work involved.

39. Does MnDLI anticipate that selected vendor resource(s) will be required to travel in order to perform the duties outlined in this RFP? If yes, how much travel is anticipated, and to where might the resources be required to travel?

RESPONSE:

No.

40. Please confirm that selected resource will be working 100% on-site in the MnDLI office located at 443 Lafayette Road N., St. Paul, MN 55155 throughout the life of the contract.

RESPONSE:

DLI would prefer that the work be done on site. Access to the development environment at an offsite location is not guaranteed.

41. Please confirm that DPS will provide selected vendor resource with the necessary workspace, hardware, software, and desktop/laptop computer to perform the duties outlined in this RFP.

RESPONSE:

For work performed at DLI, workspace, hardware, software and a desktop computer will be provided.

42. Please confirm whether vendor will be paid on an hourly basis for actual work performed based on DLI approved timesheet, or if vendor will be paid based on DLI signed-off deliverables/milestones.

RESPONSE:

The contract will be based upon hourly rates submitted on timesheets not to exceed the total amount of the contract.

43. The RFP indicates the required and desired skills below:
   Required Skills (These are to be scored as pass/fail requirements)

Required minimum qualifications:
- *Powerbuilder programmer with minimum of six years programming experience*
- *C programmer with minimum of six years of programming experience*
- *Project Manager with minimum of six years of project management experience*

Desired Skills
- **Informix DBA skills**
- **Korn shell (ksh) scripting**
- **Structured Query Language (SQL)**
- **Powerbuilder development suite (11.5)**
- **C programming language**
- **C++**
- **Access**
- **Data migration knowledge**
- **Development and implementation of interfaces to/from COTS products**

Can you please let us know the responsibilities for each of the three positions? Can you please let us know which desired skills go with what position?

RESPONSE:

The vendor is free to define the responsibilities for the candidate(s) that they submit. It is not required that there be a candidate submitted for each "category" but rather that the vendor will be able to complete all of the project deliverables as outlined on page 1 of the SOW with those submitted.

44. Is there an incumbent vendor for this project?

RESPONSE:

No.